7

GOVERNMENT OF MADRAS. Sectt. II-28—50,006—12-6-53.

Public (Refugees) (1953) Department.

~~Endorsement~~
~~D.O.~~
Memorandum ✓
~~Lodged~~

No. 7670/53-1

Dated 11.6.53 1953

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195

GOVERNMENT OF MADRAS.

NO.7670/53-1.
Public (Refugees) Department.
Fort St.George, Madras-9.
Dated, 11th August, 1953.

Office Memorandum.

Sub: Displaced Persons from Pakistan - Maintenance allowance under Urban Property Scheme - Procedure for payment - Instructions from Government of India- Communicated.

Ref: From the Government of India, Ministry of Rehabilitation, ~~Mem~~ No.1(5)/M.A.I/53, dated 3-8-53 to the Custodian General of Evacuee Property (copy~~x~~ sent to this Government).

A copy of the letter cited from the Government of India, Ministry of Rehabilitation is communicated to all Collectors of Districts for information and necessary action. They are requested to adhere strictly to the schedule of action to be taken by them in regard to the payment of maintenance allowance to the displaced persons. The receipt of this Memorandum may please be acknowledged.

K.V. Radhakrishniah,
Additional Deputy Secretary to Govt.

To
All Collectors of Districts
(with enclosures)

Copy to Andhra State
Copy to Mysore State

Forwarded / By Order.

Superintendent.

Enclosure

Read:
Copy of letter No.1(5)/M.A.I/53, dated 3-8-1953 from the Government of India, Ministry of Rehabilitation, New Delhi to the Custodian General of Evacuee Property, New Delhi.

Sub: Procedure for payment of Maintenance Allowance.

I am directed to say that in order to ensure that the grantees of the maintenance allowance receive their allowance in the month in which it becomes due, it has been decided to modify the existing procedure for payment as follows:--

(i) In future the Custodian General of Evacuee Property, will be provided with funds sufficient for a quarter instead of a month at a time. Necessary funds for the quarter July to September, 1953, have been placed at his disposal.

(ii) To save time in the preparation of the monthly Schedule of Payments in the office of the Custodian General of Evacuee Property, entries in the first three columns of the schedule should be printed or cyclostyled. The last column "remarks" in the schedule should be changed to "certificate" and the following certificate, which at present appears on form 'F' (certificate-cum-receipt form) should be reproduced in that column:

"Certified that I have not received any rehabilitation benefit subsequent to the sanction of this allowance nor have I been engaged in such a way as would bring me income".

P.T.O.

The payee should be required to sign the schedule both under the column "Acquitance" and the last column "Certificate". The use of form 'F' should be discontinued.

(iii) The Custodian General's office need not wait for the completion of these schedules for drawing up the cheque for the amount required to be transmitted to the disbursing office. The cheque may be drawn up in the beginning of the month on the basis of the schedules of payments prepared in the preceding month with such corrections as may have been received by the Custodian General's office from this Ministry up to the end of that month. The cheque should be sent to the A.G.C.R's Office on the 2nd or 3rd of the month for necessary endorsement and it should be back from that office by the 10th at the latest so that the bank drafts will be available for issue by the 15th of the month. By that time the Schedules of Payments should also be ready.

(iv) The schedules and the bank drafts should be sent to the disbursing officers between the 15th and 30th of the month and they should be in the hands of the disbursing officers by the 25th of the month. They payments to the grants should commence on the 1st day of the following month.

(v) The disbursing officers should return the schedules duly signed by the payees to the Custodian General, so as to reach him by the 5th of the month following that during which payments are made to the payees.

(vi) The Custodian General will furnish this Ministry by the 25th of each month a statement showing the amounts disbursed to the grantees during the previous month and the balance on hand with disbursing officers at the end of that month.

(2) It is requested that the revised procedure may be enforced immediately. A schedule indicating the action to be taken by the Custodian General's office and the disbursing offices is enclosed for guidance.

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SCHEDULE OF ACTION TO BE TAKEN BY THE CUSTODIAN-GENERAL'S OFFICE AND THE DISBURSING OFFICERS.

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DATE	ACTION	REMARKS.
	Custodian General's Office.	
1st to 10th	Schedules of Payments on the revised forms to be completed.	
2nd	Cheque to be drawn up for the amount to be sent to the various disbursing officers on the basis of Schedules of Payments prepared in the previous month and the corrections received upto the end of that month.	

P.T.O.
Page 3.

DATE	ACTION	REMARKS
6th	A.G.C. R. to be reminded if cheque is not received back from him with the necessary endorsement.	
10th	Cheque to be received back from A.G.C.R. by this date at the latest.	
11th	Cheque to be sent to the Imperial Bank of India for Bank drafts.	
12th to 15th	Bank drafts to be received from the Imperial Bank of India.	
16th	Schedules of payments and Bank drafts to be sent to the Disbursing Officers.	
5th of the following month.	If Schedules of Payments, for disbursements made in the previous month, duly receipted by the payees, are not received back from Disbursing Officers they should be reminded.	
15th	Telegraphic reminders to be sent to those Disbursing Officers from whom Schedules of Payments are still due.	
25th	Report to be made to the Ministry of Rehabilitation, Assistant Secretary (Maintenance) in respect of the Schedules of Payments still not received from Disbursing Officers.	
	DISBURSING OFFICERS.	
1st to 30th	Disbursements to be made to the grantees of the Maintenance Allowance.	
1st of the following month.	Schedules of Payments, duly receipted by payees, to be returned to the Custodian-General's Office.	

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SKC/11.8.53.

(True Copy)

SUPERINTENDENT.